

**TEWKSBURY HOUSING AUTHORITY**  
**REGULAR MEETING**  
**January 13, 2015**

**MEETING OPENED: 4:15 pm**

**PRESENT:** Louise A. Gearty, Chairman; John Deputat, Vice Chairman;  
Marc DiFruscia, Treasurer; Robert Demers, State Appointee;  
Melissa Maniscalco, Executive Director

**ALSO PRESENT:** Rich Conlon, Fee Accountant

**ABSENT:** Linda Brabant, Asst. Treasurer

*Richard Conlon, the Authority's fee accountant, met with the Board to answer any questions the Board had relative to budgets prior to voting the Fiscal Year 2015 Budgets. After all questions were answered, the budgets were brought before the body and voted on as follows:*

1. Motion by John Deputat, seconded by Marc DiFruscia to approve the Operating Budget as presented for the MA139 Housing Program for Fiscal Year Ending 12/31/2015, showing Total Revenue of \$322,973.00 and Total Operating Expenses of \$374,112.00. **Upon roll-call, the motion was passed by a vote of 4-0.**
2. Motion by seconded by Marc DiFruscia, John Deputat to approve Operating Budget as presented for the Section 8 Housing Choice Voucher Program for Fiscal Year Ending 12/31/2015, showing Total Revenue of \$101,570.00 and Total Expenses of \$89,790.00. **Upon roll-call, motion was passed by a vote of 4-0.**
3. Motion by Bob Demers, seconded by Marc DiFruscia, that the proposed Operating Budget as presented for State Aided Housing Chapter 667, Program Number 400-1 for the Fiscal Year ending 12/31/2015 showing Total Revenue of \$822,000.00 and Total Expenses of \$994,404.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call, the motion was passed by a vote of 4-0.**
4. Motion by John Deputat, seconded by Bob Demers, that the proposed Operating Budget as presented for State Aided Housing Chapter 689, Program Number 689-1 for the Fiscal Year ending 12/31/2014 showing Total Revenue of \$33,136.00 and Total Expenses of \$55,752.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call, the motion was passed by a vote of 4-0.**

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5. Motion by Marc DiFruscia, seconded by John Deputat, that the proposed Operating Budget as presented for State Aided Housing Chapter 689, Program Number 689-9 for the Fiscal Year ending 12/31/2015 showing Total Revenue of \$43,316.00 and Total Expenses of \$60,931.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call, the motion was passed by a vote of 4-0.**
  6. Motion by Bob Demers seconded by John Deputat, that the proposed Operating Budget as presented for State Aided Housing Chapter 689, Program Number 689-A for the Fiscal Year ending 12/31/2015 showing Total Revenue of \$28,930.00 and Total Expenses of \$36,545.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval. **Upon roll-call, the motion was passed by a vote of 4-0.**
  7. Motion by John Deputat, seconded by Marc DiFruscia to approve the Operating Budget as presented for the Affordable Housing Program for Fiscal Year Ending 12/31/2015, showing Total Revenue of \$64,460.00 and Total Expenses of \$66,533.00. **Upon roll-call, the motion was passed by vote of 4-0.**
  8. Motion by Marc DiFruscia, seconded by Bob Demers, to approve the minutes of December 8, 2014 as presented. **Upon roll-call the motion passed by a vote of 4-0.**
  9. Motion by John Deputat, seconded by Bob Demers, **unanimously voted to authorize and approve bills for January 2015.**
- a) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/14 to 11/30/14. The federal budget is over on contract costs. This is due to unit turnover and should level off.
- b) DHCD released notice 2014-26. It is about the Agreed Upon Procedures review of the LHA's financial records, which is one of the mandates of the new Public Housing Law. The AUP will cover the prior 12 month period of the authority's fiscal year end. LHA's must choose from DHCD's list of pre-qualified accounting firms to perform the AUP. The only exception will be if an authority has a firm that they use for their Federal audit, they may choose the same firm to perform the AUP whether the firm has gone through the pre-qualification process or not. This year all authorities are required to perform the AUP no later than June 30, 2015 regardless of their FYE. Each year after LHA's will be required to perform the AUP within 60 days of their FYE.

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c) The Director presented the MassNAHRO Newsletter for January. The newsletter stated that DHCD appointed Chrystal Kornegay as their new undersecretary. It also mentioned that MassNHARO will be requesting funding in the states FY2016 budget for the initiatives authorized in the new Public Housing Law such as the Centralized waiting list, cost of training board members and the staffing and admin costs of the three Capital Assistance Teams.

e) The director informed the board of unit vacancies. 50 DD will be leased up by 2/1/15 & 18 DD will be leased up by the middle of February. 80 CD will be vacated on 2/28/15. Elaine is working on lining up a new tenant for the unit. There are no other vacancies at this time.

d) The Tewksbury Housing Authority's 2014 annual report is ready to be submitted to the town. It states that the family waitlist remains due to the limited number of units versus the number of applicants currently on the waitlist. All of our applications can be found at the housing office or online through the town's website. A number of renovations occurred during the year. The Delaney Drive development received new walk in showers in 23 of it units. The remaining units will be completed in the near future. The Carnation Drive Development received new low flow toilets and units will be receiving replacement windows in the spring of 2015. The Saunders Circle Development received new roofs as well as low flow toilets in all units and the Pondview Lane development received new siding on all buildings. Tewksbury's 202 Elderly Supportive Housing Development is now complete. The project provides an additional 32 units of elderly housing. The authority has entered into one Affordability Monitoring Agreement, assisted in the sale of one new affordable unit, as well as assist in three resale's of affordable units. Tewksbury Housing Authority was also recently named a 40B consultant for Citizens Housing and Planning Association (CHAPA).

e) The director explained to the board that she is in negotiations with the town in regards to the amount of 40B work that authority performs on behalf of the town. They are discussing the possibility of compensation in the form of waiving the PILOT paid to the town for both the State and Federal developments. A meeting is scheduled for 1/20/15 with Steve Sadwick, the towns community development director, to go over the scope of work performed by the authority.

f) The director looked into the possibility of adding onto the housing authority link on the town's website to create a webpage for the THA. She spoke to Linda DiPrimio of Community Development and was told this could be done. Once the authority has all the material together for the website the director will be in touch with Linda to set up the page.

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g) The director updated the board on the Saunders Circle Window Replacement Project. The contractor, Andrew Pochobut of East Coast Contracting Group, Inc of Bedford, MA came to the office on 1/7/15 and brought in a sample window as well as the product information. We went over the scope of work for the job and a time frame of when we expect to begin. The expected start time is around the middle of February.

h) Linda Brabant has resigned from the town's Community preservation Committee back in November. The Bylaw states that someone from the housing board is required to sit on the committee. The board voted to replace Linda with John Deputat.

10. Motion by Bob Demers, seconded by Marc DiFruscia to approve to replace Linda Brabant with John Deputat as the housing authority's CPC representative. **Upon roll-call the motion passed by a vote of 4-0.**

i) The director informed the board that the authority was recently awarded sustainability funds for water conservation for our 705 (family) units in the amount of \$14,000.00 for low flow toilets and showerheads. DHCD expects the authority to make every effort to complete the project by June 30, 2015.

11. A motion was made by Marc DiFruscia, seconded by John Deputat to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 4-0.**

**Meeting adjourned 6:00 P.M.**

**Minutes Approved on 2/10/15**

